



King County

**Department of Development
and Environmental Services**

900 Oakesdale Avenue Southwest
Renton, WA 98057-5212

August 27, 2007

RE: Statement of Qualifications Packets for Consultants Desiring to Conduct
Environmental Studies for King County

Dear:

Pursuant to King County Ordinance 8998, the Department of Development and Environmental Services (DDES) is required to establish and maintain a list of qualified consultants and to use the list to select consultants for the preparation of environmental studies such as Environmental Impact Statements.

We are issuing this Statement of Qualifications packet to your firm in response to your recent request. The packet must be completed and received by DDES no later than 3:00 p.m. on September 20, 2007.

When requirements for these consultant services arise they are contracted for through use of the County's standard technical/professional services contract format. The County will not entertain proposals for substantive alteration of this document and its requirements.

Please call me at (206) 296-6799 if any additional information is needed.

Sincerely,

Michael Stcherbinine
Contract and Purchasing Office

Enclosures:

1. SOQ Packet and attachments
2. Form: Scoring SEPA Consultant SOQs (used by DDES staff)



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KING COUNTY SEPA CONSULTANTS STATEMENT OF QUALIFICATIONS INSTRUCTIONS

The Statement of Qualifications (SOQ) should be limited to six pages, excluding attachments or work samples.

It is important that you address all items, that the information be comprehensive but concise, and in the order outlined below. The completeness and quality of your presentation will affect your evaluation score.

Please provide the following information:

1. Your understanding of the purpose of Environmental Impact Statements (EISs) pursuant to SEPA.
2. Your technical/procedural approach to EIS preparation:
 - a. data collection and description of existing environment;
 - b. definition of alternatives;
 - c. analysis of impacts;
 - d. development of mitigation measures;
 - e. identification of unavoidable impacts;
 - f. use of information from technical experts involved in the development of the project;
 - g. use of information from the applicant;
 - h. interaction with agencies of jurisdiction; conflict resolution process when a technical or other disagreement arises.
3. Brief description and history of your firm:
 - a. date firm created and brief outline of history;
 - b. present areas of concentration;
 - c. full-time staff resources primarily assigned to EIS work, by position;
 - d. coordination and communications skills.
4. Work and client history:
 - a. distribution of client ratio; i.e., public vs. private;
 - b. ratio of EIS preparation vs. other types of work.

5. Project managers and staff qualifications. Please include the information listed below, in reverse chronology:
 - a. Qualifications of individuals:
 - education
 - work experience
 - licenses
 - publications
 - recognition/awards
 - professional affiliations
 - primary work location
 - other relevant information
 - b. Staff experience matrix – see Attachment 1.
6. Production capacity:
 - a. word processing/production equipment;
 - b. data collection equipment;
 - c. financial capability to handle large projects.
7. Availability:
 - a. how work is prioritized and scheduled;
 - b. how the firm deals with sudden large expansions or contractions of workload.
8. Fee schedule:
 - a. hourly rates;
 - b. other billable item rates.

NOTE: This may be provided as an attachment.

9. Work samples:
 - a. maximum limit of four (4) pages of written text;
 - b. one (1) representative sample of each of the following graphics:
 - map
 - plan
 - chart/diagram
 - table

NOTE: The samples must be representative of past work and reflect the quality of future work.

10. Examples of the firm's recent EIS project experience in Washington State, in either a primary consultant or sub consultant role.
11. In addition, please complete the Statement of Qualifications Certification, Attachment 2.
12. If there are sub consultants with whom you frequently contract, you may list those firms and their qualifications to indicate your ability to subcontract for various types of special expertise. The qualifications of the sub consultants will not be evaluated as part of your firm's SOQ.

If you anticipate using sub consultants to assist in the development of EISs for King County, the sub consultants will need to file a Statement of Qualifications and be accomplished, as a team is being formed to propose on a particular project—it does not need to be accomplished at this time.

STAFF EXPERIENCE MATRIX

Instructions

Please compare staff qualifications with the definitions below and list staffs who meet the Expert, Professional, or Technical qualifications described below. Please an “E,” “P,” or “T” in the box as appropriate.

Expert: Has been qualified in Superior Court as an Expert Witness, or has a Ph.D. in the subject, or has a minimum of ten years of experience in the subject.

Professional: Has a professional license, seal, or certificate, or a college degree with specialization in the subject, or college degree with two years of work experience concentrated on the subject, or four years of continuous work experience concentrated on the subject.

Technical: Has completed a technical training course, or has one year of continuous work experience concentrated in the subject.

STAFF EXPERIENCE MATRIX EXAMPLE:

Lee Pope Jones Both Long Smith Miller

Air Quality			P		E		T			
Energy	E			E						
Hazardous Materials		T								
Forestry										
Geology/Soils	T	E								
Plants and Animals										
Fisheries						P				
Historic/Cultural Resources						E				
Land Use	E									
Aesthetics										
Noise										
Public Services										
Traffic										
Water Resources				P						
Groundwater				T						
Public Water Supplies		T								
Surface Water										
Quality/Quantity										
Wetlands					T		P			

STAFF EXPERIENCE MATRIX

Air Quality										
Energy										
Hazardous Materials										
Forestry										
Geology/Soils										
Plants and Animals										
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Noise										
Public Services										
Traffic										
Water Resources										
Groundwater										
Public Water Supplies										
Surface Water										
Quality/Quantity										
Wetlands										

STATEMENT OF QUALIFICATIONS
CERTIFICATION

I, _____, certify that I am authorized to provide the
information contained in this Statement of Qualifications and that the information is accurate.

Signature: _____

Date: _____

Position: _____

Firm: _____

FIRM: _____ RATER: _____ SCORE: _____

SCORING SEPA CONSULTANT SOQs

I = Inadequate or "NO" response is worth 2 points.

A = Adequate, and is worth 1 point.

O = Outstanding, and is worth +2 points.

(1) Firm's Methodology for Preparation of Environmental Impact Statements (EISs) Pursuant to SEPA:

	<u>Score</u>	<u>Score Weight</u>	<u>Weighted Scores</u>
a) Compatibility with objectives of SEPA	I _____ A _____ O _____	1	_____
b) Comprehensiveness	I _____ A _____ O _____	1	_____
c) Conciseness	I _____ A _____ O _____	1	_____

(2) Firm's Qualifications and Experience regarding Preparation of SEPA Documents:

a) Experience with and knowledge of SEPA process	I _____ A _____ O _____	1	_____
b) Experience and qualifications regarding preparation of EISs	I _____ A _____ O _____	1	_____
c) Compatibility with objectives of SEPA	I _____ A _____ O _____	1	_____
d) Experience in working with agencies, special interest groups, and the general public	I _____ A _____ O _____	1	_____

(3) Firm's Production Capacity:

a) Word processing/production equipment	I _____ A _____ O _____	1	_____
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(4) Availability:

a) Proximity of project staff to King County offices	I _____ A _____ O _____	2	_____
b) Flexibility of staffing structure and administrative capacity (ability to accommodate unexpected tasks and greater than anticipated workloads within schedule)	I _____ A _____ O _____	2	_____

(5) Fee Schedule:

Submitted Yes _____ No _____
Submitted Yes _____ No _____

(6) Work Samples:

a) Text: Clear, concise, and comprehensive

I _____ A _____ O _____

3

b) Graphics: Clear and comprehensive

I _____ A _____ O _____

3

(7) Forms:

a) Forms all completed and submitted

Yes _____ No _____

b) Conflicts of interest

None _____ Maybe _____ Yes _____

(8) Overview of SOQ:

Yes _____ No _____

a) All information requested present and in proper format

b) Presentation style of statement

c) Presentation format

d) Presentation completeness

Comments:
